

**CENTRAL CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
STOREKEEPER ASSISTANT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Facilities Management

Job Posting No: C15-056 (Include Job Posting Number in Cover Letter)

Hours: Tuesday through Saturday, 8 A.M. to 4 P.M. with a ½ hour meal period (37.5 hours per week)

Salary: \$15.56 Hourly (Salary Grade TE-9)

Closing Date: March 2, 2015

Eligibility Requirement: Open to the public for those meeting the General Experience and Requirements noted below, or State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Examples of Duties: Performs routine stores tasks, with related duties in recordkeeping, requisitioning, or inventory control; receives materials and supplies, unpacks, counts, weighs, inspects for damage or non-conformance with order, wraps, picks, and assembles items; cleans and maintains shelves, bins and other storage space; may operate simple material handling equipment and assist in keeping inventory; in a small agency with limited stores work, may spend a minor part of time in such areas as mail and messenger service or duplicating and reproduction services; may receive training in data entry; may drive motor vehicles as assigned; performs related duties as required.

Knowledge, Skills and Abilities: Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions and to keep simple records

General Experience: Any experience and training which would provide the knowledge, skills and abilities listed above.

Special Requirement: Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

Physical Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a complete application package by the closing date and include the following:

- 1) Cover letter specifying this Job Posting Number: C15-056
- 2) Completed State application (**CT-HR-12 – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf**)
- 3) Names, titles and phone numbers of two current professional references.
- 4) State employees attach copies of your two most recent performance appraisals.

Incomplete packages will not be accepted. Applications must be postmarked by March 2, 2015. Faxes will not be accepted. Send cover letter, application and references to:

**Human Resources
Davidson Hall – Room 119
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.